



About us

Rabbie's operate one of the largest selections of scheduled tours in the UK and Ireland, as well as a European scheduled tour programme, in addition to also offering a trade exclusive FIT programme and private tours. Our vision is to make the world a better place through travel.

We're an open, friendly, positive and welcoming group of people. We like to 'live life' and explore places that have stories to tell. We're renowned for delivering exceptional customer experiences because of how we look after our guests, each other, and the communities and the environments we travel through.

Job title

Contracting Executive

Responsible to

Head of Contracting & Product

Principal contacts

Internal: Sales teams, Accommodation placement team, Operations, Marketing, IT and Development, Accounts

External: Agents (existing and potential), Suppliers

Job purpose

The successful applicant will be responsible for contracting the wide range of accommodation and non-accommodation products required for our scheduled tours, FIT programmes and tailor-made group tours.

You will have the ability to organise and communicate effectively which will be essential in this role, along with excellent negotiation skills.

You will also be expected to assist with the management of the booking process and systems.

Key duties and responsibilities

- Contracting all accommodation (hotels, B&Bs and hostels) and non-accommodation (attractions, ferries, transfers etc) services, with the assistance of a Contracting Administrator and the accommodation placement team
- Travelling to all areas of operation to source, grade and contract suitable accommodation and services
- Build strong relationships with key suppliers and partners

- Produce a timeline to suit all departments and the Rabbie's product cycle, planning site visits and sourcing allocations
- Manage the full contract process from outlining requirements and negotiating rates, to completion of signed contracts, for our tours in the UK and Ireland
- Liaise with partners to contract our European programme (currently Spain, Portugal, Italy and Switzerland)
- Research and action any contracting requirements for new product developments
- Set up credit arrangements with suppliers
- Issue and track terms & conditions issued to suppliers
- Working with the accommodation placement team to ensure accommodation and rates are available for the FIT programme and scheduled tours in time for annual release
- Calculate buying and selling rates (FIT), and keeping rate spreadsheets updated
- Manage a contracting tracking system and ensure that this is kept up to date
- Work with all other departments to ensure all products are accurately loaded on to our systems
- Work with other departments and our development team, to develop our booking system to manage new products
- Keep supplier information and rates updated in our brochures, manuals and price lists
- Monitor performance and modify plans where appropriate to keep pace with changing business priorities

Key Skills

Essential

- Experience in the tourism or hospitality industry
- Experience within contracting, preferably FIT accommodation
- Experience in negotiating with suppliers and arranging contracts
- Proven ability to solve problems promptly and effectively
- Proven interpersonal and communication skills
- Strong IT skills (MS Office, booking systems etc) and the ability to adapt to new packages and software
- Self-motivated with the ability to take ownership to work autonomously and use their own initiative, as well as working as part of a team

Desirable

- A good geographical knowledge of the UK and Ireland
- Experience of working in different booking systems and / or accommodation channel managers

Location:

Edinburgh Centre or remote working.